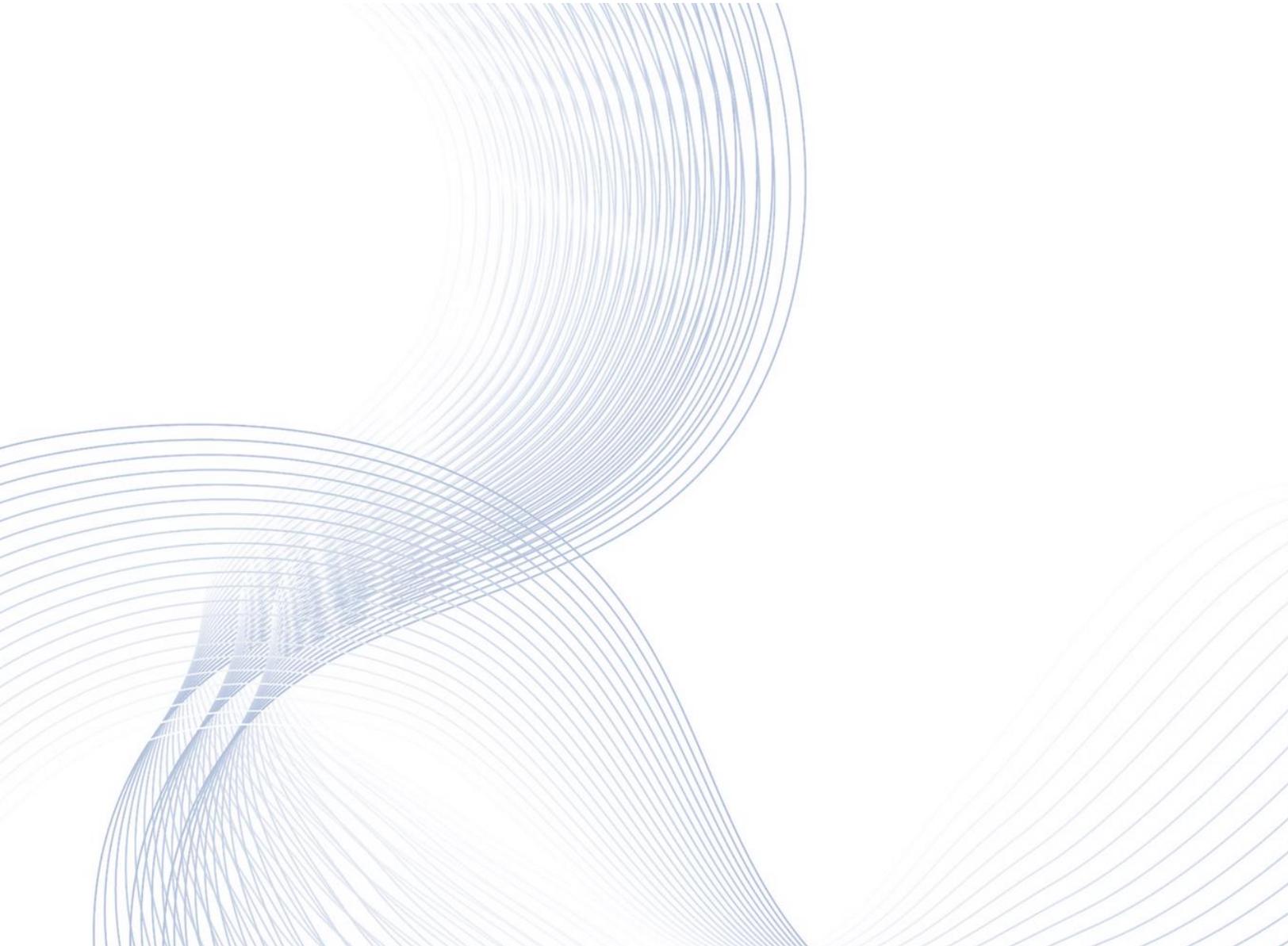


HRIS – Human Resources Information Solution

RESOURCE GUIDE:
| STANDARD TIME RECORDS |



STANDARD TIME RECORDS

Table of Contents

STANDARD TIME RECORDS ZR30.1	3
INTRODUCTION	3
TAB INPUT OVERVIEW.....	3
PAYMENT CYCLES	4
TIPS.....	4
RECURRING PAYMENT FOR AN INDIVIDUAL EMPLOYEE	5
ENTER PREDEFINED AMOUNT OR PERCENT PER HOUR	5
ENTER FLAT AMOUNT PER WEEK.....	6
TAXABLE UNIFORM ALLOWANCE.....	8
FLAT AMOUNT PER MONTH	8
ENTER UNIFORM FOR MULTIPLE EMPLOYEES	10
STANDARD TIME RECORD LISTING PR230	11
LISTING OF EMPLOYEES	11
LISTING OF GROUP SETUPS.....	12
LISTING OF SPECIFIC GROUP SETUP	14
STANDARD TIME RECORD AUDIT REPORT ZR281	16
CREATE REPORT PARAMETERS	16
SUBMIT REPORT	17
EXAMPLE OF REPORT RESULTS	17
DATA WAREHOUSE – AUDIT REPORTS.....	18
STANDARD TIME RECORD AUDIT REPORT	18
STANDARD TIME RECORD DETAIL REPORT.....	18

Standard Time Records ZR30.1

Introduction

Use SOA Standard Time Record (STR) Form ZR30.1, to define automated time records for an individual employee.

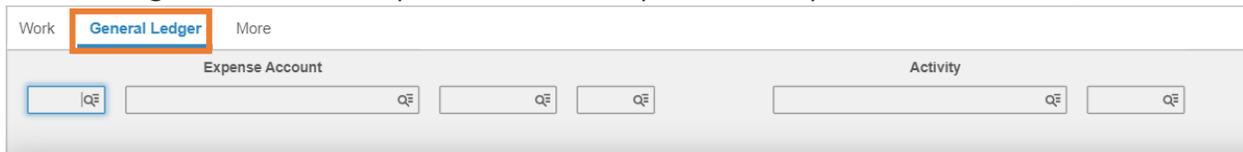
When employees receive additional payments each pay period, such as stipends or taxable uniform allowance, standard time records eliminate manually entering time for each pay cycle by automatically creating time records for eligible employees.

Agencies have more control over eligibility using STR payments as opposed to Employee Group criteria.

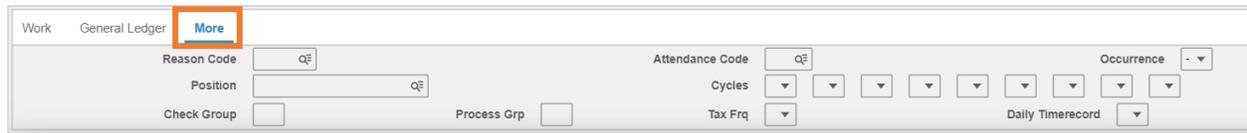
Tab Input Overview

Work tab, these fields must remain blank.

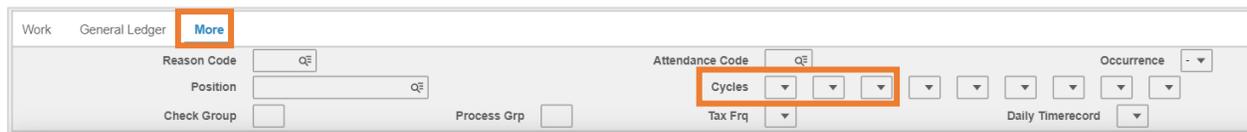
General Ledger tab, the home expense will default. Update for exceptions to the default G/L.



More tab cycles, the user **MUST** select the intended cycles, if not, the default will populate all 9 cycles. This could result in an overpayment.



Payment Cycles



Type or select **X** from the drop-down menu, to indicate each pay cycle the employee will receive an additional payment. Indicate cycles individually for each line entered on the ZR30.

Enter Cycles only, all other fields leave blank.

Cycles definitions as follows:

- First Box – First pay date of the month, 12 pays per year
- First Box & Second Box – First and Second pay date of the month, 24 pays per year
- Second Box – Second pay date only (Uniform Allowance), 12 pays per year
- First, Second and Third Box – All pay dates in a month, 26 pays per year
- Third Box – Third pay date in a month, 2 pays per year
- Boxes 4-9 – Are not used by the State of Arizona

Tips

Always use the **Inquire** button after entering the EIN and once more after finishing all entries on the tab.

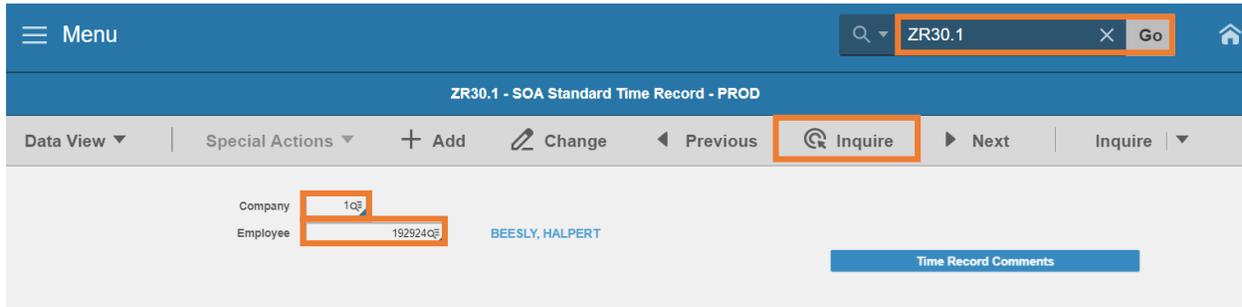
More tab - After Inquire, always check to make sure the appropriate cycles populate.

Amount – This field will accept four decimals, but the calculation will only use the first two.

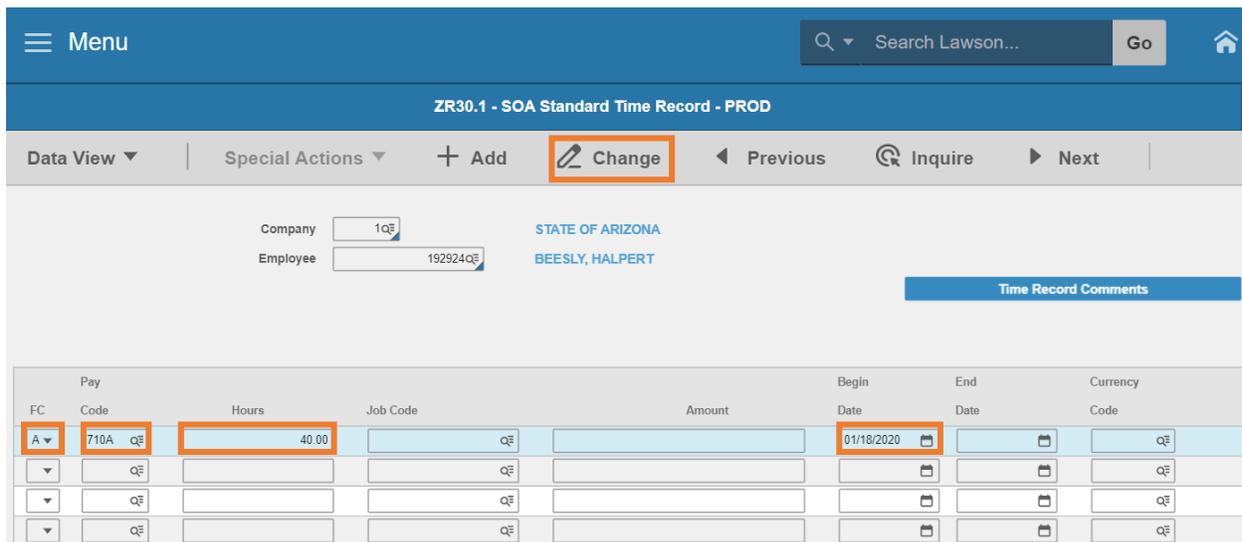
Recurring Payment for an Individual Employee

Enter Predefined Amount or Percent Per Hour

The term **Predefined** means that the Rate resides on the Pay Code setup (PR20.4). Enter the weekly hours on the ZR30.1.



1. Type **ZR30.1** in search field, click **Go**
2. **Company:** Type or select **1**
3. **Employee:** Type or select the **Employee Identification Number**
4. Click **Inquire**



Pay		Hours	Job Code	Amount	Begin Date	End Date	Currency Code
FC	Code				Date	Date	
A	710A	40.00			01/18/2020		

5. **FC:** Type or select **A** (Add) for new STR or **C** (Change) to modify an existing STR
6. **Pay Code:** Type or select the Stipend **Pay Code**
 - The Stipend Pay Code entered will pay a predefined rate on the first 40 hours of each week. Hours over 40 will pay the same rate using pay code 998.
7. **Hours:** Type **40.00** (the weekly hours used to calculate stipend pay for the employee).

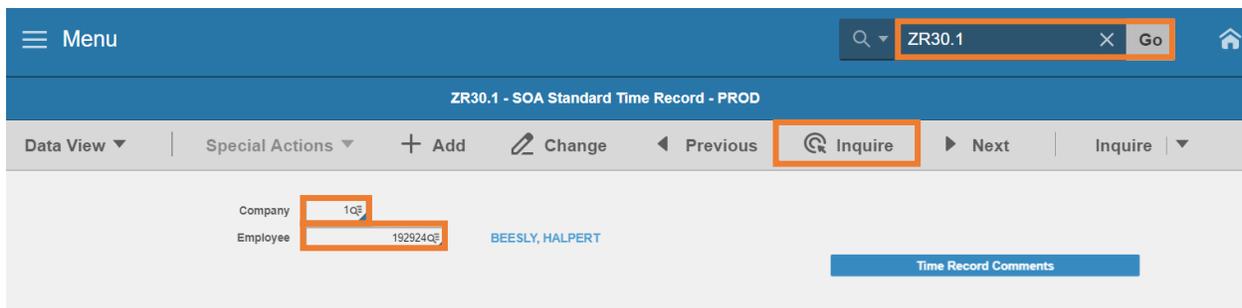
The transaction will create two time records for the pay period. Once for the Friday date of week one and again for the Friday date of week two.

8. **Begin Date:** Select the **Pay Period Begin Date** of the first pay period
 - If the date is blank, the current date will default
 - If the date is after the end of the pay period, the payment will not process
 - If the date is not equal to or prior to the end date of week one on the first pay period, the record will only process for week two

9. **End Date:** Payments will continue to process for the employee until an **End Date** is input. This date could be week 1 or week 2
 - Use a Saturday date to pay for the prior week
 - Using a Friday date in week 1 will not generate any payments.
 - Using a Friday date in week 2, will generate a payment for week 1 but not for week 2

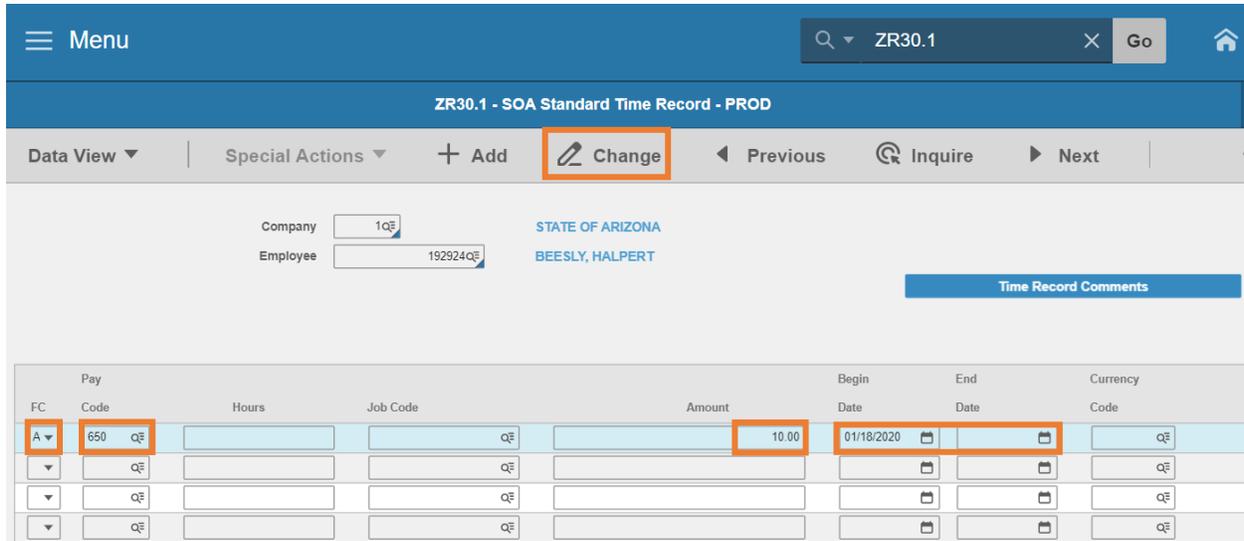
10. Click **Change Status** bar displays message **Change Complete – Continue**

Enter Flat Amount Per Week



The screenshot shows a web application interface for entering flat amount per week. At the top, there is a search bar with the text 'ZR30.1' and a 'Go' button. Below the search bar, the title 'ZR30.1 - SOA Standard Time Record - PROD' is displayed. A navigation bar contains several buttons: 'Data View', 'Special Actions', '+ Add', 'Change', 'Previous', 'Inquire' (highlighted with an orange box), 'Next', and 'Inquire'. Below the navigation bar, there are two input fields: 'Company' with the value '1CE' and 'Employee' with the value '192924CE'. The employee name 'BEESLY, HALPERT' is displayed next to the employee ID. A blue button labeled 'Time Record Comments' is located at the bottom right of the form.

1. Type **ZR30.1** in search field, click **Go**
2. **Company:** Type or select **1**
3. **Employee:** Type or select the **Employee Identification Number**
4. Click **Inquire**



Menu Z R30.1 X Go

ZR30.1 - SOA Standard Time Record - PROD

Data View | Special Actions | + Add | **Change** | Previous | Inquire | Next

Company: 10E STATE OF ARIZONA
Employee: 1929240E BEESLY, HALPERT

Time Record Comments

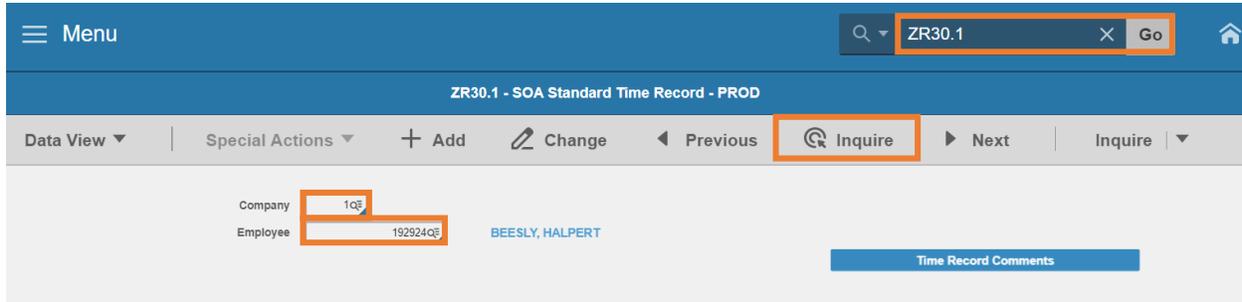
Pay		Hours	Job Code	Amount	Begin Date	End Date	Currency Code
FC	Code						
A	650			10.00	01/18/2020		

5. **FC:** Type or select **A** (Add) or **C** (Change)
6. **Pay Code:** Type or select a flat dollar amount Stipend **Pay Code**
7. **Amount:** Type the **weekly amount** used to compensate the employee.
 - The transaction will create two time records for each pay period. Once for the Friday date of week one and again for the Friday date of week two.
 - Entry examples:
 - If the employee will receive \$20.00 for one pay period, type \$10.00
 - If the employee will receive \$20.00 per month, type \$5.00
8. **Begin Date:** Select the **Pay Period Begin Date** of the first pay period
 - If the date is blank, the current date will default
 - If the date is after the end of the pay period, the payment will not process
 - If the date is not equal to or prior to the end date of week one on the first pay period, the record will only process for week two
9. **End Date:** Payments will continue to process for the employee until an **End Date** is input. This date could be week 1 or week 2.
 - Use a Saturday date to pay for the prior week
 - Using a Friday date in week 1 will not generate any payments.
 - Using a Friday date in week 2, will generate a payment for week 1 but not for week 2
10. Click **Change** Status bar displays message **Change Complete – Continue**

Taxable Uniform Allowance

Flat Amount Per Month

Uniform Allowance pays on the first week of the second paycheck of the month.



Menu ZR30.1 X Go

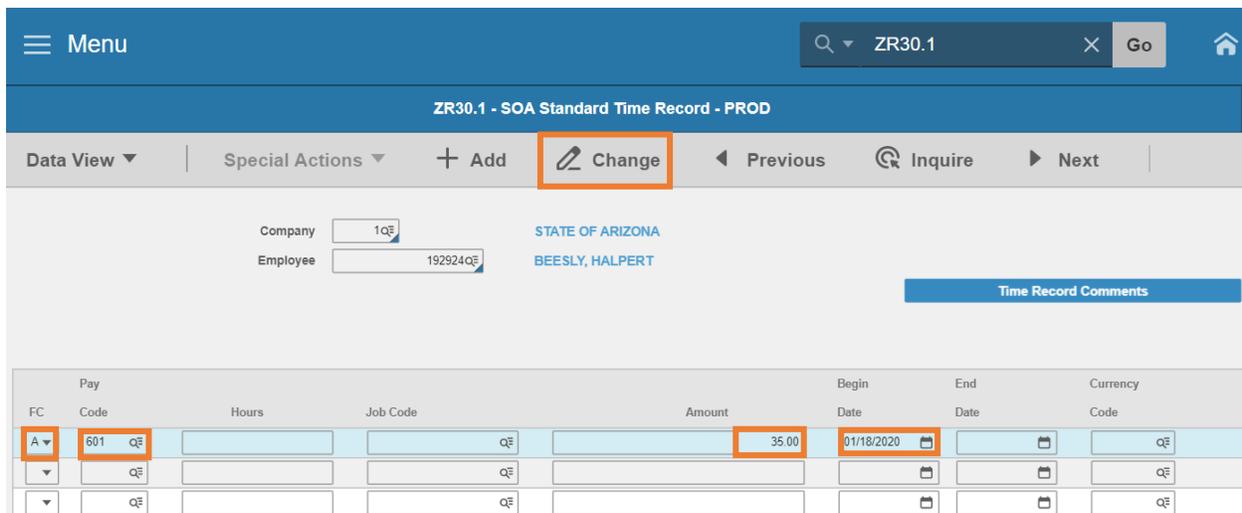
ZR30.1 - SOA Standard Time Record - PROD

Data View | Special Actions | + Add | Change | Previous | **Inquire** | Next | Inquire

Company: 1
Employee: 192924 BEESLY, HALPERT

[Time Record Comments](#)

1. Type **ZR30.1** in search field, click **Go**
2. **Company:** Type or select **1**
3. **Employee:** Type or select the **Employee Identification Number**
4. Click **Inquire**



Menu ZR30.1 X Go

ZR30.1 - SOA Standard Time Record - PROD

Data View | Special Actions | + Add | **Change** | Previous | Inquire | Next

Company: 1 STATE OF ARIZONA
Employee: 192924 BEESLY, HALPERT

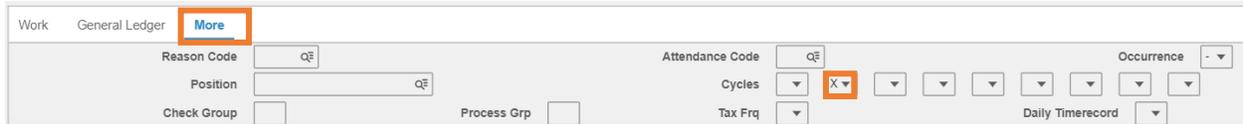
[Time Record Comments](#)

Pay FC	Code	Hours	Job Code	Amount	Begin Date	End Date	Currency Code
A	601			35.00	01/18/2020		

5. **FC:** Type or select **A** (Add) or **C** (Change)
6. **Pay Code:** Type or select a flat dollar amount Uniform **Pay Code**
7. **Amount:** Type the **monthly** amount to pay to the employee. For example, if the employee will receive \$35.00 for the month, type in **35.00**
8. **Begin Date:** Select the **Pay Period Begin Date of the second pay period of the month.**
 - If the date is blank, the current date will default
 - If the date is after the end of the pay period, the payment will not process

9. **End Date:** Payments will continue to process for the employee until an **End Date** is input. This date could be week 1 or week 2
 - Use a Saturday date to pay for the prior week
 - Using a Friday date in week 1 will not generate any payments.
 - Using a Friday date in week 2, will generate a payment for week 1 but not for week 2

Payment Cycles



10. Click **More** tab

Only update the Cycles fields on this tab

11. **Cycles:** Type or select **X** in the **second box**, indicating the uniform allowance processes with the second paycheck of the month.
12. Indicate cycles individually for each uniform allowance line entered on the ZR30
13. Click **Change** Status bar displays message **Change Complete – Continue**

Uniform Allowance on ZR30 must be setup on Cycle 2 Only. This will ensure that the payment occurs once a month.

Enter Uniform for Multiple Employees

ZR30.1 - SOA Standard Time Record - PROD

Data View | Special Actions | **+ Add** | Change | Previous | **Inquire** | Next | Inquire

Company: 1 QF STATE OF ARIZONA
 Employee: 192923 QF HALPERT, JIM

Auto Time Record: Yes **Emp Auto Time Rec** **Time Record Comments**

FC	Code	Hours	Job Code	Amount	Begin Date	End Date	Currency Code
A	601 QF			12.5000	01/18/2020		USD QF
	QF		QF				QF
	QF		QF				QF

Work General Ledger **More .**

Reason Code: QF Attendance Code: QF Occurrence: .
 Position: QF Cycles: X
 Check Group: Process Grp: Tax Frq: Daily Timerecord: N No

Follow procedures to add a Uniform standard time record for the first employee. Keeping the first employee’s time record showing:

1. Type over **Employee** field with a **new EIN**
 - The previous employee’s time record will still be showing

NOTE: Do not click Inquire again.

2. **FC:** Type or select **A**
3. Click **Add**
4. Click **Inquire**
 - Additional Standard Time Records assigned to the new EIN appear below the newly added record
 - If extra records do appear, put the cursor in the **FC** field below the time record to keep, hit **CTRL SHIFT K** This will delete the lines from the cursor and below.
5. Type in the next **EIN** and repeat steps 2-4

Standard Time Record Listing PR230

Run **Standard Time Record Listing (PR230)**, to print a list of standard time records defined for the company. Define report parameters to list standard time records defined for individual employees or for employee groups. Produce a listing of employee group standard time records for an entire agency or for a specific employee group.

Listing of Employees

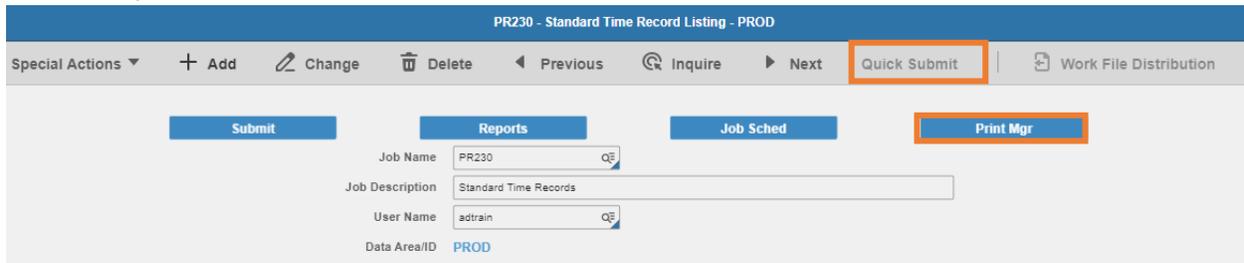
Create Report Parameters

1. Type **PR230** in search field, click **Go**
2. **Job Name:** Type a unique name for the report
3. **Job Description:** Type a detailed description of the report

4. **Company:** Type or select **1**
5. **Report Selection:** Select **1 Employee**
6. **Processing Group, Process Level, Employee Group:** Leave blank to retrieve all employees with STRs (Standard Time Records) within the User's security or select criteria for **one** of the fields to limit results
7. **Effective Date:** Leave blank or select a **date** to limit results to STRs with an effective date on or after the date entered. This option is only as good as the date consistency of the entries
8. **Employee Sequence:** Select **A** to sort by name or **N** to sort by Employee ID (EIN)

9. Click **Add**

Submit Report



1. Click **Quick Submit**, status bar displays message **Job has been submitted**
2. Click **Print Mgr** to view the report results in your Print Manager

For additional instructions on how to view reports, see the Agency HRIS Intro Training for On Demand Reports.

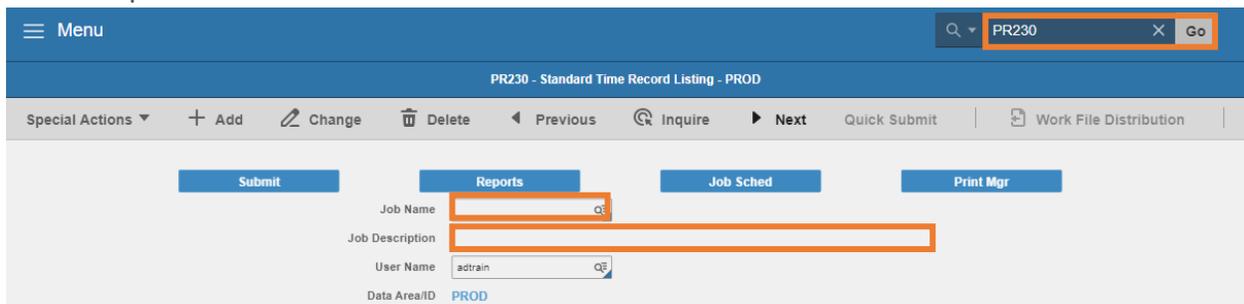
Example of Report Results

Standard Time Record Listing												
PR230		Date 01/24/20		Company 1 - STATE OF ARIZONA					Page 1		Time 08:49	
Employee Standard Time Record Listing												
Process Level		AB200 AB-DIRECTORS OFFICE										
Pay Code	Hours	Job Code	Rate	Effective Date	End Date	Att Cd	O C	General Ledger Account	Proc Level	Dept	Deduction Cycles	T C P Daily O G G TR
192923	0.00	HALPERT	12.5000	01/18/20							X	N
192924	0.00	BEESLY	12.5000	01/18/20							X	N

Listing of Group Setups

Employees may be part of an Employee Group eligible for STRs. To view STRs for all employee groups, run the PR230 with the following setup.

Create Report Parameters



1. Type **PR230** in search field, click **Go**
2. **Job Name:** Type a unique name for the report
3. **Job Description:** Type a detailed description of the report

PR230 - Standard Time Record Listing - PROD

Special Actions ▾ **+ Add**  Change  Delete  Previous  Inquire  Next Quick Submit

Parameters

Company STATE OF ARIZONA
 Report Selection Employee Group
 Processing Group
 Process Level
 Employee Group
 Effective Date
 Employee Sequence

4. **Company:** Type or select **1**
5. **Report Selection:** Select **2** Employee Group
6. **Processing Group, Process Level, Employee Group:** Leave blank to retrieve all employees with STRs (Standard Time Records) within the User’s security or select criteria for **one** of the fields to limit results
7. **Effective Date:** Leave blank or select a **date** to limit results to STRs with an effective date on or after the date entered. This option is only as good as the date consistency of the entries
8. **Employee Sequence:** Leave Blank, there are no employees in the group report
9. Click **Add**

Submit Report

PR230 - Standard Time Record Listing - PROD

Special Actions ▾ + Add  Change  Delete  Previous  Inquire  Next **Quick Submit** |  Work File Distribution

Job Name
 Job Description
 User Name
 Data Area/ID

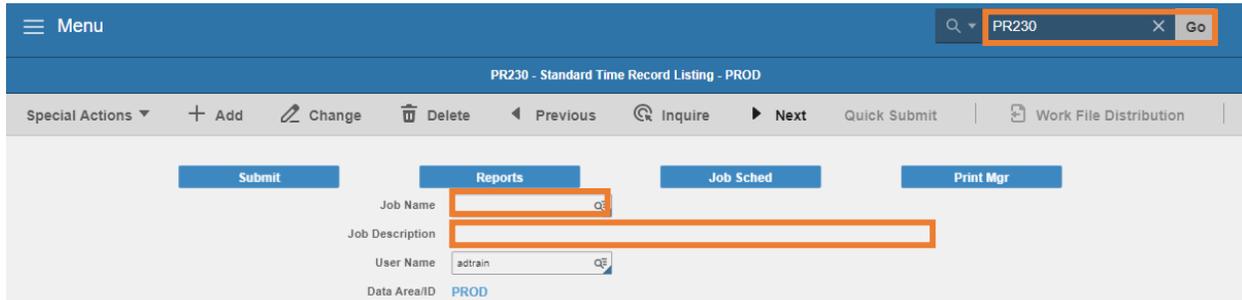
1. Click **Quick Submit**, status bar displays message **Job has been submitted**
2. Click **Print Mgr** to view the report results in your Print Manager

Example of Report Results

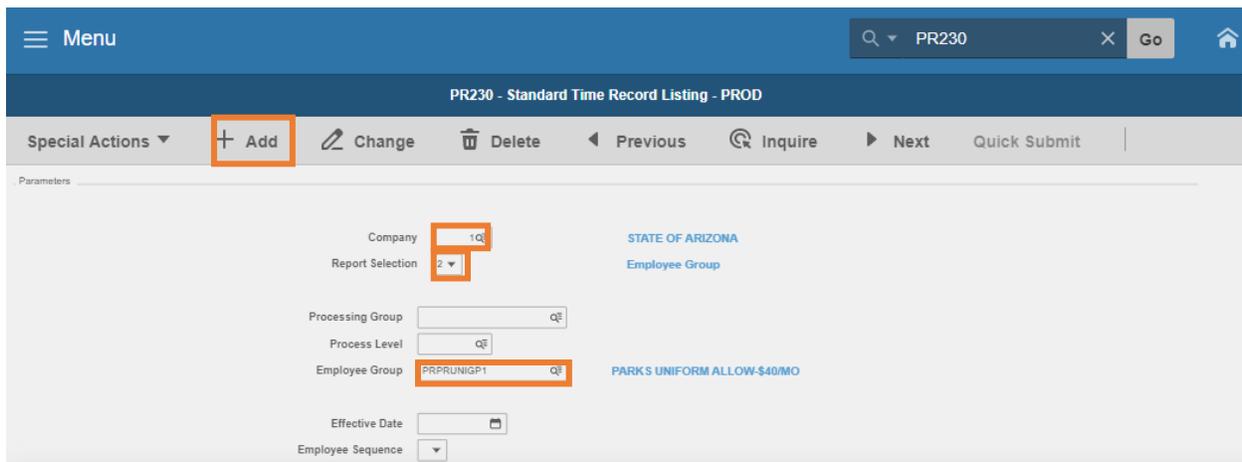
Standard Time Record Listing															
PR230		Date 01/24/20		Company 1 - STATE OF ARIZONA						Page 8					
		Time 08:53		Employee Group Standard Time Record Listing											
Employee Group		PRAHUNIF		AH-AGRIC UNIFOR ALLOW \$35/MO											
Pay Code	Hours	Job Code	Rate	Effective Date	End Date	Att Cd	O C	General Ledger Account		Proc Level	Dept	Deduction Cycles	T O	C G	P Daily TR
600B	0.00		35.0000	07/01/03	12/15/06			-	-			X			N
601	0.00		35.0000	12/30/06				-	-			X			N
Total	0.00		70.0000												

Listing of Specific Group Setup

Create Report Parameters



1. Type **PR230** in search field, click **Go**
2. **Job Name:** Type a unique name for the report
3. **Job Description:** Type a detailed description of the report



4. **Company:** Type or select **1**
5. **Report Selection:** Select **2 Employee Group**
6. **Processing Group** and **Process Level:** Leave blank
7. **Employee Group:** Select desired group. Outputs are limited to user security level

NOTE: The majority of Employee Groups have a naming convention. For example, PRPRUNIGP1

- 1st 2 characters **PR = Payroll**
 - 2nd 2 characters are the agency **PR = Parks**
 - Last 6 characters are the description **UNI = Uniform, GP1 = Group 1**
8. **Effective Date:** Leave blank or select a **date** to limit results to STRs with an effective date on or after the date entered. This option is only as good as the date consistency of the entries
 9. **Employee Sequence:** Leave Blank, there are no employees in the group report

10. Click **Add**

Submit Report

PR230 - Standard Time Record Listing - PROD

Special Actions ▾ + Add  Change  Delete ◀ Previous  Inquire ▶ Next **Quick Submit**  Work File Distribution

Submit
Reports
Job Sched
Print Mgr

Job Name 

Job Description

User Name 

Data Area/ID **PROD**

1. Click **Quick Submit**, status bar displays message **Job has been submitted**
2. Click **Print Mgr** to view the report results in your Print Manager

Example of Report Results

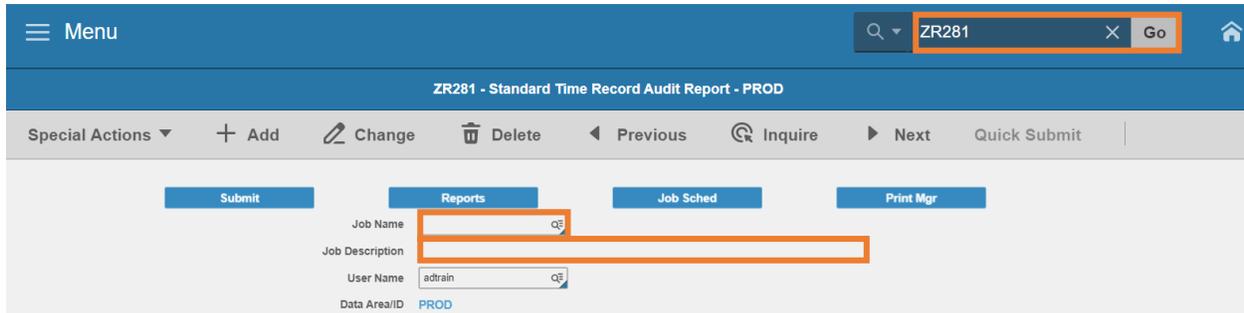
Standard Time Record Listing														
PR230		Date	01/24/20		Company				1 - STATE OF ARIZONA		Page		8	
		Time	08:53		Employee Group				Standard Time Record Listing					
Employee Group	PRAHUNIF		AH-AGRIC UNIFOR ALLOW \$35/MO											
Pay Code	Hours	Job Code	Rate	Effective Date	End Date	Att Cd	O C	General Ledger Account	Proc Level	Dept	Deduction Cycles	T O	C G	P Daily TR
600B	0.00		35.0000	07/01/03	12/15/06			- -			X			N
601	0.00		35.0000	12/30/06							X			N
Total	0.00		70.0000											

Standard Time Record Audit Report ZR281

Run **Standard Time Record Audit Report ZR281**, to list the contents of the audit file for the standard time record changes. The Update option is only available in Report mode. The option **Update and Report** will purge the information listed on the report from the table.

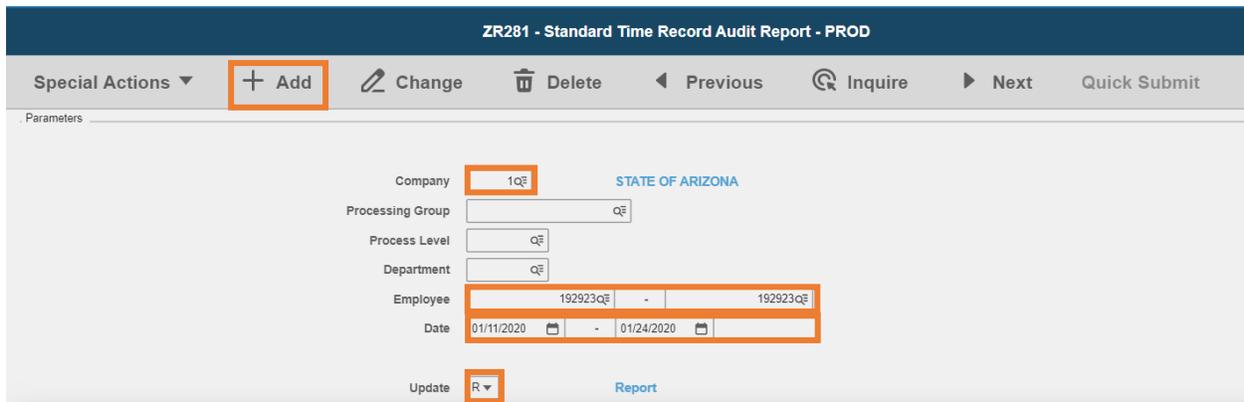
Define report parameters by individual employees, by Department, Process Level and Processing Group.

Create Report Parameters



The screenshot shows the top navigation bar with a search field containing 'ZR281' and a 'Go' button. Below the navigation bar, the title 'ZR281 - Standard Time Record Audit Report - PROD' is displayed. A toolbar contains buttons for 'Special Actions', '+ Add', 'Change', 'Delete', 'Previous', 'Inquire', 'Next', and 'Quick Submit'. Below the toolbar, there are four tabs: 'Submit', 'Reports', 'Job Sched', and 'Print Mgr'. The 'Reports' tab is active. The form fields are: 'Job Name' (highlighted), 'Job Description' (highlighted), 'User Name' (value: adtrain), and 'Data Area/ID' (value: PROD).

1. Type **ZR281** in search field, click **Go**
2. **Job Name:** Type a unique name for the report
3. **Job Description:** Type a detailed description of the report



The screenshot shows the 'Parameters' section of the report creation interface. The toolbar includes 'Special Actions', '+ Add' (highlighted), 'Change', 'Delete', 'Previous', 'Inquire', 'Next', and 'Quick Submit'. The form fields are: 'Company' (value: 1, STATE OF ARIZONA), 'Processing Group', 'Process Level', 'Department', 'Employee' (value: 192923, 192923), 'Date' (value: 01/11/2020, 01/24/2020), and 'Update' (value: R, Report).

4. **Company:** Type or select **1**
5. **Processing Group, Process Level and Department:** Leave blank
6. **Employee:** Type or select the **Employee Identification Number(EIN)** of the employee. Unless using a range of employees, enter the same EIN in the 2nd field
7. **Date:** Leave blank or select a time record **Begin Date** and **End Date** to limit the results
8. **Update:** Always select **R Report**
9. Click **Add**

Submit Report

ZR281 - Standard Time Record Audit Report - PROD

Special Actions ▾ + Add  Change  Delete ◀ Previous  Inquire ▶ Next Quick Submit

Submit
Reports
Job Sched
Print Mgr

Job Name

Job Description

User Name

Data Area/ID **PROD**

1. Click **Quick Submit**, status bar displays message **Job has been submitted**
2. Click **Print Mgr** to view the report results in your Print Manager

Example of Report Results

Standard Time Record Audit Report					
ZR281 Date 01/24/20 Time 09:44	Standard Time Records Audit Report Company 1 - STATE OF ARIZONA			Page 2	
Process Level AB200 - AB-DIRECTORS OFFICE		Department 20600 - ADMINISTRATIVE			
Employee 192924 BEESLY, HALPERT					
Deduction Code	Field Description	Previous Value	New Value	Audit Description	Value
710A	Locat Code				
	Position				
	Process Grp				
	Process Level				
	Rate	0			
	Tax Freq Over	0			
EDM SEQ NBR 0	Acct Category			USER NAME	
SEQ NBR 9999	Activity			FUNCTION CODE	A
	Attend Code			CHANGE DATE	01/22/20
	Check Grp			CHANGE TIME	13:00:34
	Ded Cycle		X	PROGRAM CODE	ZR30
	Ded Cycle		X	TOKEN	ZR30.1
	Ded Cycle		X		
	Ded Cycle		X		
	Ded Cycle		X		
	Ded Cycle		X		
	Ded Cycle		X		
	Ded Cycle		X		
	Ded Cycle		X		
	Department				
	Dist Company	0			
	Dst Account	0			
	Dst Acct Unit				
	Dst Sub Acct	0			
	Effect Date	000000	011820		
	End Date	000000			
	Hours	0	40.00		
	Job Code				
	Locat Code				
	Position				
	Process Grp				
	Process Level				
	Rate				
	Tax Freq Over	0			
710A	Acct Category			USER NAME	
EDM SEQ NBR 0	Activity			FUNCTION CODE	D
SEQ NBR 9999	Attend Code			CHANGE DATE	01/22/20
	Check Grp			CHANGE TIME	15:03:10
	Ded Cycle	X		PROGRAM CODE	ZR30
	Ded Cycle	X		TOKEN	ZR30.1
	Ded Cycle	X			
	Ded Cycle	X			
	Ded Cycle	X			
	Ded Cycle	X			
	Ded Cycle	X			
	Ded Cycle	X			

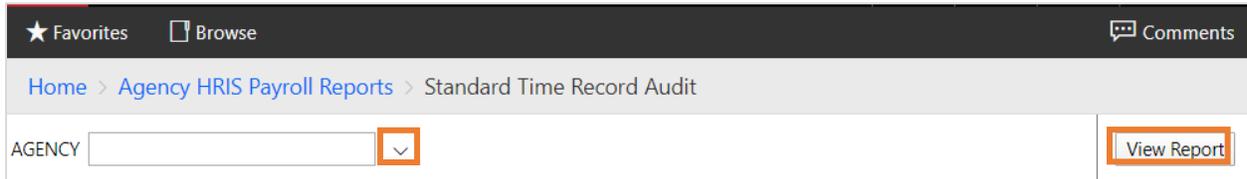
Data Warehouse – Audit Reports

Additional audit reports are available in the Data Warehouse, Agency HRIS Payroll Reports folder

<https://reports.azdoa.gov/reports/>

Standard Time Record Audit Report

View active standard time records for employees



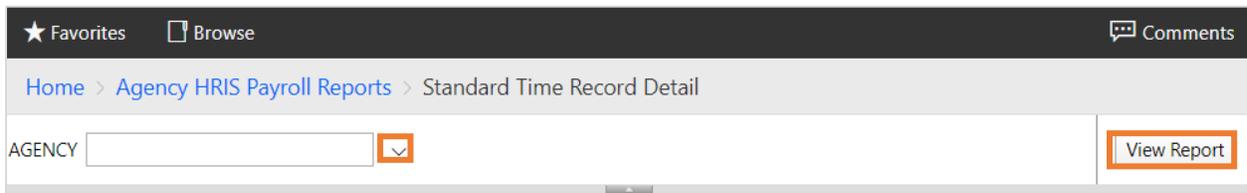
1. Select the **Agency**
2. Click **View Report**

Example Report Results

PROCES LEVEL	DEPARTMENT	EMPLOYEE	FIRST NAME	LAST NAME	EMP STATUS	PAY CODE	HOURS	RATE	DED CYCLE 01	DED CYCLE 02	DED CYCLE 03	EFFECT DATE	CREATE DATE	CREATE USER ID
ADDIR	40008	192924	HALPERT	BEESLY	C1	650	0	12.5	X	X		10/1/2013	9/24/2013	axd12345
ADDIR	40008	192924	HALPERT	BEESLY	C1	601	0	17.5		X		1/1/2007		
ADDIR	40008	192923	JIM	HALPERT	C1	720	0	107.59	X	X	X	8/1/2016	9/12/2016	gao55678

Standard Time Record Detail Report

View active standard time records for employees including additional entries such as Employee Group and labor distribution elements.



1. Select the **Agency**
2. Click **View Report**

Example Report Results

EMP GROUP	PROCES LEVEL	DEPARTMENT	EMPLOYEE	FIRST NAME	LAST NAME	EMP STATUS	PAY CODE	HOURS	RATE	DED CYCLE	DED CYCLE	DED CYCLE0	EFFECT DATE	CREATE DATE	CREATE USER ID	CHANGE USER ID	COM	ACC T	ACCT UNIT	SUB ACC	ACTIV	ACT CAT	REAS N	ATTN D	OCCU R	
PRAHUNIF	ADDIR	40008	192924	HALPERT	BEESLY	C1	601	0	35		X		12/30/2006					0	0		0					
	ADDIR	40008	192924	HALPERT	BEESLY	C1	720	0	40	X	X	X	9/7/2019	10/21/2019	axd12345	axd12345		0	0		0					
	ADDIR	40008	192923	JIM	HALPERT	C1	601	0	17.5		X		10/7/2019	11/4/2019	axd12345	axd12345		1	7311	AD12345	2020	ADO	ZZZZ			
	ADDIR	40008	192923	JIM	HALPERT	C1	601	0	17.5		X		11/1/2019	12/30/2019	gao55678	gao55678		1	7311	AD12345	2020	ADO	ZZZZ			